

**WASHINGTON BOARD OF REGISTRATION FOR  
ARCHITECTS**

Meeting Minutes

**DATE:** January 27, 2006

**TIME:** 9:30 a.m.

**LOCATION:** University of Washington  
Gould Hall Room 102  
Seattle, WA

**MEMBERS**

**PRESENT:** Chuck Farrell, Chair  
Ben Nielsen, Vice Chair  
J.J. McCament, Secretary  
Henry Hardnett  
Pedro A. de Magalhaes Castro

**STAFF**

**PRESENT:** Martha Lantz, Assistant Attorney General Advisor  
Joe Vincent, Administrator  
Elizabeth Stancil, Secretary Administrative

**OPEN SESSION**

**1. Call to Order –**

The meeting of the Architect Registration Board was called to order at 9:40 a.m.

1.1. Introduction of visitors  
No visitors were present

1.2. Order of Agenda  
Meeting with students will begin at 11:00 am.

**MOTION:** It was moved and seconded to approve the agenda with modifications.

**1.3. Review of Action Items and Approval of Minutes, November 18, 2005 Meeting**

**Action:** Board staff will change second action item from November 18<sup>th</sup> meeting to include: "posted to website and distributed on the web Listserve" to show how the notice will be distributed.

**Action:** Board staff will add "refer to Procedures and Policies Committee" to the seventh action item.

**MOTION:** It was moved and seconded to approve the minutes with modifications.

1.4. Review of Communications

Mr. Nielson reminded everyone that additional board information can be found at the “board only” website. Mr. Vincent added that agenda items for upcoming meetings can also be found there.

Mr. Vincent reported that there is no activity from Building Designers.

**2. Hearings/Rule Adoptions/BAP Appeals/Public Presentations**

2.1. Meet with University of Washington architectural students

**CLOSED / EXECUTIVE SESSION**

**3. Complaints / Investigations**

No Business

**4. Legal Issues and / or Deliberation**

No Business

**OPEN SESSION**

**5. Disciplinary & Investigation Items**

5.1. Action on proposed Board Orders/Stipulations

No Business

5.2. Action on complaints/investigations

No Business

A discussion was held regarding the use of specific terminology in titles.

Mrs. McCament questioned interns using “Architect Intern” as their title. It was determined that interns cannot use “Architect” and this will be put on a future agenda for more discussion.

Mr. Magalhaes Castro asked about the title of “Principal” and what it means. This term was found in the definitions on page four of the Architect WACs and it was reviewed.

**Action:** For further clarification, Mr. Magalhaes Castro will email a query to Mr. Vincent for an interpretation of “Principal” Architect.

**Action:** Legislative proposal needs to be ready by end of summer for Mr. Vincent to propose for agency legislation.

5.3. Staff report on hearings schedule

No business

**6. Assistant Attorney General's Report**

Mrs. Lantz provided the Board with a draft of a memorandum regarding the adoption of Board rules addressing potential ethics implications of Board Members’ financial, employment and similar relationships with members of regulated professions. Mrs. Lantz recommended that the Board adopt Model Rules #2 and #3 into the WACs. In this memorandum Mrs. Lantz stated that adoption and application of the rules are the best

defense against potential ethical questions surrounding business relationships between Board members and licensees.

After reviewing the Attorney General's memo, the Board approved a motion to initiate a rule change in order to adopt Model Rule #2 and Model #3 and to authorize staff and the Legislative & Rules Committee to review all other Board policies and bring recommendations to the Board for any other rule changes the Board may want to consider at the same time.

Mrs. McCament moved  
Mr. Nielson seconded

**Motion Passed**

**Action:** The Board will review the examples from the memorandum Mrs. Lantz provided and send comments to Mr. Vincent.

**Action:** Legislative and Rules Committee will review laws and rules that they have concerns with.

**7. Committee Reports**

**7.1. Procedures and Policy Committee Report**

A discussion was held regarding the goals of the board and separating them into policies and a work plan.

**Action:** The Procedures and Policy Committee will work to put standard goals into policy and create a work plan for all other goals to be accomplished.

**7.2. Legislative Committee Report**

There are currently four bills that could have an impact on the Architect profession:

S1878- Interior Design Review- no license required by DOL

S3639- Landscape Architecture- movement toward a strong practice act

S3599- Allows only structural engineers to provide engineering services for significant structures.

No #- Creating licensed building designers

No #- Revision to architect law, RCW 18.08 is an ongoing process. Current draft is basically the same as the previous draft but contains "new issues":

a) Alternative non-degree path to license is retained

b) Registration of business entities

c) "architect must notify building official of substantial completion in conformance with construction documents prior to issuance of a certificate of occupancy"

d) Applicants may begin taking the exam upon graduation

**7.3. Documents Committee Report**

No Business

**7.4. Investigations and Enforcement Committee Report**

**7.4.1. Disciplinary Workshop Planning**

It was decided that the Disciplinary Workshop will take place in Wenatchee on the evening of May 18<sup>th</sup> with the board meeting to follow on May 19<sup>th</sup>.

**Action:** The Disciplinary Workshop will be set up for the evening of May 18th in Wenatchee.

#### 7.5. Budget Committee Report

No Business

#### 7.6. Publications Committee Report

##### 7.6.1. Newsletter Status

The newsletter has been delayed due to the contractor having trouble with the size of the document. It is currently at the state printer and should be mailed out within the next two weeks.

**Action:** Board staff will put into place a procedure for the Architect, Landscape Architect and Geologist boards to follow for production of newsletters.

**Action:** The Publications Committee will establish a schedule for distributing two newsletters a year.

**Action:** All Board members will need to commit to writing articles for future newsletters.

**Action:** Ms. Stancil will forward the NCARB News Clips to the Architect board members as Mr. Vincent receives them.

##### 7.6.2. Guidelines Booklet Revisions

Mr. Vincent met with Mr. Twiss and it was determined that the Engineers board is also needing to revise Green Book Guidelines.

**Action:** Mr. Vincent and Mrs. McCament will work together and assign sections of the guideline booklets to Board members to review, edit and/or comment on any Q & A and description text for those pieces of the Architect Green Book Guidelines booklet.

#### 7.7. Board Liaison Activities

##### 7.7.1. WSCARB spring meeting planning – March 16-18, 2006

Funding is being provided for four board members and the Administrator to attend the WCARB Spring Meeting in Tucson, Arizona. Three will be paid by the state and two will be paid by WCARB. It was determined that Mr. Vincent, Mr. Farrell, Mr. Weber, Mr. Nielson and Mr. Hardnett will be attending.

**Action:** Ms. Stancil will send in registrations for Mr. Nielsen, Mr. Weber and Mr. Hardnett as they are to be paid by the state upon approval of funding.

**Action:** Ms. Stancil will send out the calendar to reflect March 3 Board meeting date and the correct attendee information for the WCARB Region Meeting.

### 8. Board Executive's Report

#### 8.1. Board Operations

8.1.1. Introduction of new staff – Elizabeth Stancil, Administrative Support  
Elizabeth Stancil was introduced

8.2. Administrative Matters/Legislation  
Construction Oversight- South Carolina

Joan Robinson has transferred to the Real Estate Section and her last day will be February 1<sup>st</sup>. Board Staff will be recruiting to fill the Program Manager position. The Management Analyst 1 position has been offered to Brett Lorentson. He has accepted this offer and his first day will be February 13<sup>th</sup>.

8.3. Business and Professions Division  
Working on legislation issues.

8.4. Department of Licensing  
No Business

8.5. Financial Report  
A financial report was provided in the board meeting packets to show the Architect fund balance as well as expenses.

8.6. Board / Staff Travel  
8.6.1. Pending requests  
No pending requests

8.7. Other items  
Reports were provided in board meeting packets.  
Transaction Report  
Architects registered by reciprocity  
Architects registered by Exam

**9. Old Business**

9.1. Degree Requirement  
It was determined by the Board that further discussion is needed on the topic of Degree Requirement and this will be tabled until the next Board meeting.

9.2. Funding IDP Enrollment  
Mr. Vincent reported that the Board does not have authorization under present law to fund programs. Legislative authority to set up funding can be sought.

**Action:** Mr. Vincent will send an email to ask: "Would like Mrs. Lantz to research and report back the legality of a granting program." Mrs. Lantz will check into the question of the constitutionality of giving of State Funds.

**10. New Business**

No new business

**11. Other Business**

11.1. Action items from this meeting  
The Board reviewed the action items from this meeting.

**Action:** Board members will review action items that are sent and send comments to Board staff.

11.2. Agenda items for next meeting

Construction Administration CE  
Mandatory Degree  
ARE concurrent with IDP  
Building Designer Relationship

11.2.1 Items for discussion with Oregon Board

11.3. Any other business

IDP Committee- Mr. Hardnett will be attending a meeting in Washington D.C.

**Action:** Mr. Hardnett will determine if his attendance can be funded by NCARB for the IDP Coordinators conference, board staff will check into State budget for available funding in the event NCARB does not cover.

NCARB Committee- Mrs. McCament will be attending an NCARB meeting. **WHEN?**  
Mr. Nielson suggested that at least half the board be involved in a committee.  
The Document Committee is looking for accuracy.  
Multi family and single family- the board has the AG's permission to treat these as separate items but now needs to decide what to do.

**Action:** Ms. Stancil will check minutes on multi family residential units to determine if a formal Board motion was taken on the issue. (About 1½ yrs ago)

**12. Adjournment**

12.1. Mr. Farrell adjourned the meeting at 3:31 pm.